2004 - 2005 Annual Report to the Ministry of Advanced Education

April 2005

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BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER
SUPPORTING BC's EDUCATION SYSTEM

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Prepared by Dr. Frank Gelin, Executive Director and Co-chair
with assistance from all BCCAT staff members

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BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER

SUPPORTING BC's EDUCATION SYSTEM

April 22, 2005

Dr. Philip Steenkamp
Deputy Minister
Ministry of Advanced Education
PO Box 9884, Stn Prov Gov't
Victoria, BC, V8W 9T6

Dear Dr. Steenkamp:

We are pleased to provide you with the 2004-2005 Annual Report of the BC Council on Admissions and Transfer.

On April 14, 2004, a management letter was forwarded setting out the expectations of the Ministry of Advanced Education for the BC Council on Admissions and Transfer in 2004-2005. This Annual Report is presented to specify how the Council has addressed those expectations and to provide information regarding other projects and initiatives we have undertaken to achieve our mandate.

This past year has been one characterized by substantive change and increasing complexity throughout the BC Transfer System. Re-structuring of several institutions within our BC post-secondary system has presented yet new opportunities for transfer, and fresh challenges regarding management of the BC Transfer Guide database. In addition, as expected, emerging responsibilities, such as the increased focus on admissions, management and continuing development of the Education Planner website, and coordination of public-private articulation have required considerable attention and resources.

BCCAT has sought to respond to these changes with efficiency and flexibility, while continuing with all activities related to the Council's mandate. Significant progress in re-developments to the BC Transfer Guide and the Transfer Credit Evaluation System, and the promising headway in recent research stand as key examples of Council's role in recommending and supporting effective policies and practices that benefit BC post-secondary institutions and their students.

We continue to be encouraged by evidence of support from all sectors throughout the BC post-secondary system, and by the constructive and facilitative relationship the Council shares with the Ministry, as we seek to promote and advance admissions and transfer for BC's post-secondary students.

Yours sincerely,

Bob Brown, Co-Chair
Frank Gelin, Co-Chair and Executive Director

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1. THE COUNCIL

The BC Council on Admissions and Transfer (BCCAT) was established by the Minister of Advanced Education & Job Training in 1989, and its members are appointed by the Minister of Advanced Education. The mandate of the Council is to facilitate admission, articulation, and transfer arrangements among BC post-secondary institutions. Specifically, the Council encourages institutions to develop policies and practices that facilitate student mobility, the admission process for direct entry and transfer students, and transferability of post-secondary credit courses. The Council provides online resources such as the BC Transfer Guide and Education Planner, and publishes a number of user-friendly student materials. BCCAT also mediates transfer disputes, recommends practices designed to eliminate undue barriers to transfer, and commissions research into the overall effectiveness of the provincial transfer environment.

1.1 Council Members (2004-2005)

Dr. Bob Brown	*Co-Chair*
Dr. Frank Gelin	*Co-Chair & Executive Director*
Dr. Margaret Anderson	*University Faculty*
Dr. James Anglin	*Public Post-Secondary Institutions (from Sept. '04)*
Dr. Roger Barnsley	*Public Post-Secondary Institutions (until Aug. '04)*
Ms. Nancy Clegg	*College/University College/Institute Faculty (until Aug. '04)*
Mr. James Cooke	*Public Post-Secondary Institutions*
Dr. Beth Davies	*Public Post-Secondary Institutions*
Mr. John DeGrace	*Public Post-Secondary Institutions*
Dr. Lou Dryden	*Public Post-Secondary Institutions (from Sept. '04)*
Dr. Mark Evered	*Public Post-Secondary Institutions (from Sept. '04)*
Mr. Tom Grant	*Secondary School Superintendents (from Jan. '05)*
Dr. Neil Guppy	*Public Post-Secondary Institutions (until June '04)*
Mr. Bob Harris	*College/University College/Institute Faculty*
Dr. Paul Harrison	*Public Post-Secondary Institutions (from Sept. '04)*
Ms. Karin Kaercher	*College/University College/Institute Faculty (from Sept.'04)*
Dr. William Krane	*Public Post-Secondary Institutions*
Dr. David Leeming	*University Faculty*
Ms. Ann McArthur	*Public Post-Secondary Institutions (until Aug. '04)*
Dr. Lorna McCallum	*Public Post-Secondary Institutions*
Ms. Janice Morris	*Students*
Mr. Tim Segger	*Public Post-Secondary Institutions*
Dr. David Sylvester	*Private Post-Secondary Institutions*

1.2 Meetings

The 71st meeting of the Council was held in June 2004 at the BCIT downtown campus; the October meeting took place at Trinity Western University in Langley; and in December and March, the meetings were held at the BCIT downtown campus and the SFU Burnaby campus, respectively. Approved minutes are available on the BCCAT web site at *www.bccat.bc.ca/council/menuminutes.html*.

1.3 Committees

Committees, comprising both Council members and a significant number of others appointed from within the education system, oversee most of the projects and activities in this report. The mandate and membership of each committee is noted at the beginning of each relevant section of this report.

1.4 Staff

The day-to-day operational work of the Council is carried out by the following staff:

Dr. Frank Gelin, *Executive Director*

Ms. Finola Finlay, *Associate Director*

Dr. Devron Gaber, *Associate Director*

Mr. Mike Winsemann, *Transfer Guide Coordinator*

Ms. Jean Karlinski, *Admissions, Finance & Research Assistant*

Ms. Valerie Yorkston, *Executive Assistant to the Council*

As of the end of March 2005, Barbara Clague, our Transfer & Articulation Assistant stepped down due to retirement. Barbara has contributed significantly to the work of BCCAT over the years, and she will be very much missed, not least by countless articulation committee members who have benefited from her support. We are pleased to welcome Stephanie Oldford as she takes up this new role.

1.5 Chart of Major Activities

(See the following page for a summarized outline of the Council's major activities.)

BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER

Chart of Major Activities

Transfer & Articulation

Transfer Policy, Processes & Information

Transfer Policy
- principles and guidelines for transfer

Transfer Credit Evaluation System
- develop web-based system
- train system users
- maintain and update system

BC Transfer Guide
- maintain transfer guide
- provide student-focused information and resources
- provide admissions information
- provide links to system

BC Transfer System
- provide information on system membership
- develop policy regarding new members
- develop policy regarding public/private transfer
- liaise with other transfer jurisdictions (Canada, US, others)
- enhance inter-provincial transfer

Standards & Processes
- identify administrative barriers
- recommend solutions

Articulation Resources

Articulation Committees
- produce and distribute Articulation Committee Handbook
- receive and review minutes for follow-up of issues arising
- assist committees in appointing System Liaison Persons
- host Annual Meeting of Chairs and System Liaison Persons

Articulation Resources
- produce and distribute "How to Articulate" handbook
- maintain transfer-friendly course outline form and related resources
- assist with articulation issues (including non-traditional articulation)
- publish articulation-related reports
- mediate articulation disputes

Improving Articulation
- support articulation projects through Transfer Innovation (TI) and Transfer & Articulation Project (TAP) grants
- publish project reports
- implement new articulation agreements.
- maintain/update new pathways, grids, guides, or block transfer agreements
- provide training or workshops on articulation
- develop initiatives with BCcampus

Admissions

Key Tasks
- examine admissions policies & practices
- collect and disseminate comparative information
- carry out research on admissions, access and student mobility
- encourage information sharing among institutions on enrolment planning
- assist with admissions issues related to collaborative online learning
- assist with admissions issues and information related to secondary/post-secondary transitions

Education Planner
- maintain and update educationplanner.bc.ca
- establish and monitor contract for content and technology
- consult with advisory committee
- integrate or collaborate with other student-focused websites
- engage in joint marketing with other student web services
- undertake regular enhancements

Research

Areas of Study
- policy reviews
- transfer student profiles
- transcript assessments
- student surveys (outcomes)
- retention and attrition
- patterns of student mobility
- transfer rates
- transfer administrative processes
- applications, admissions & registrations
- overall transfer effectiveness

Information Services & Communications

Websites
- *bccat.bc.ca* (information on BCCAT and its services)
- *bctransferguide.ca* (transfer guide and related resources)
- *educationplanner.bc.ca* (information on post-secondary options in BC)

System Collaboration
- with institutions
- with agencies
- with system committees
- with the Ministry

Publications (print & web)
- newsletters
- research reports
- research report summaries
- policy discussion papers
- brochures
- handbooks
- annual report
- special reports

Student Advising
- student transfer handbook (BC Transfer TIPS)
- TIPS Facilitation guide
- reply to student queries, FAQs
- the Advisor newsletter
- working with advisors

MANDATE:

The mandate of the British Columbia Council on Admissions and Transfer (BCCAT) is to facilitate admission, articulation and transfer arrangements among BC post-secondary institutions. Specifically, the Council (a) encourages institutions to develop policies and practices regarding the transferability of post-secondary credit courses so that credit granted at one institution can be applied toward credentials at other institutions, and (b) examines issues pertaining to capacity, demand, and student mobility, and recommends policies and practices related to the admission process for direct entry and transfer students. The Council's collaborative approach to the planning and administration of policies, practices and projects helps to ensure an accessible and responsive system.

COUNCIL:

The Council is funded annually by the Ministry responsible for post-secondary institutions. Its members, from the education system, are appointed by the Minister. They strive to achieve the mandate of the Council by serving the overall best interests of the system and do not formally represent any specific institution or constituency with which they are affiliated.

COMMITTEES:

The Council carries out its work with the assistance of a number of standing committees, whose members are drawn from the post-secondary system: Transfer and Articulation Committee; Admissions Committee; Institutional Contact Persons Committee; Research Committee; Education Planner Advisory Committee; and Publications Committee. Advisory and task-specific groups are established as needed.

Revised: April 2005

2. HIGHLIGHTS OF 2004 – 2005

The BC Transfer System continues to be widely recognized for its uniqueness and efficiency. This year, the Higher Education Policy Institute in the UK commended BC on its credit transfer system, and is examining the potential applicability of transfer processes to the higher education system in the European Union:

> ***British Columbia has taken the California model and developed it into what is possibly the most extensive credit accumulation and transfer arrangement in the world.***
>
> - Bahram, Bekhradnia, *Credit Accumulation and Transfer and the Bologna Process: an Overview*, Higher Education Policy Institute, United Kingdom, October, 2004
> www.hepi.ac.uk/downloads/13CATFullReport.doc

2.1 Emerging Responsibilities

Developments in the landscape of the BC Transfer System, and the expansion of Council's mandate in 2003-04, contributed to the shape of the work of BCCAT this year. These emerging responsibilities formed a significant part of the 2004-05 Work Plan.

- ***Increased Focus on Admissions:*** Under the direction of its new Admissions Committee, BCCAT increased its focus on admissions, capacity and demand. BCCAT undertook a number of new projects in the admissions area to help increase our understanding about applicant flows and student mobility.

- ***Launch of Education Planner Website:*** After assuming responsibility for the Opening Doors educational planning resource in January 2004, BCCAT made a number of enhancements to the site and launched a new, more user-friendly website called Education Planner in September 2004. (*educationplanner.bc.ca*.)

- ***Public-Private Articulation:*** After extensive consultation, BCCAT developed a new statement, *Policy & Processes under which a Private Degree-Granting Institution Articulates Approved Degree Programs within the BC Transfer System*. Institutions offering degree programs approved through the Degree Quality Assessment Board (DQAB) may now seek articulation (for program-related courses) within the system.

- ***In-House Administration of the Transfer Guide:*** This year for the first time, all administration of the BC Transfer Guide was carried out within the BCCAT office by the new Transfer Guide Coordinator, Mike Winsemann. This enabled us to move forward on a number of enhancements to our products and on re-development of the Transfer Credit Evaluation System, and to respond promptly and efficiently to BC Transfer System changes.

2.2 Changes/Expansion to the BC Transfer System

Recent changes in the BC Transfer System required extensive work by BCCAT staff:

- the addition of the UBC Okanagan Campus
- the creation of the Okanagan College
- the creation of Thompson Rivers University
- the transition of BCOU to TRU-Open Learning
- the re-numbering of all courses at Douglas College
- new undergraduate requirements at Simon Fraser University
- the addition of 2 private degree programs

As an example, BCCAT worked collaboratively with UBC to update several thousand articulation agreements and to ensure that information pertinent for potential transfer students was displayed in a clear and timely manner. BCCAT continues to work with all institutions to help best reflect any changes to status or function in the BC Transfer Guide.

2.3 Recent Research: Key Findings

A vital part of the work of Council is the supervision of research projects designed to assess the effectiveness of transfer and to examine admissions issues in the BC post-secondary system. A number of research reports were completed in the past year.[1]

One report, *Alternate Paths to SFU: A Comparative Academic Performance Study of BC College Transfer Students and BC Direct Entry Students Admitted to SFU from 1992 to 1999 (October 2004)*,[2] examined whether differences in university course grades between the two groups, as noted in the student profile reports, still exist when controlling for secondary school performance. Students were divided into "high" and "low" academic achievers with average grades above and below 75%, based on their marks on four Grade 12 provincial exams.

The study found that:

- If average provincial exam scores were used to determine SFU admission eligibility, roughly 3/4 of college transfers would not have been eligible for admission upon high school graduation, compared with about 1/3 of direct entrants. Yet these students who transferred to SFU were ultimately successful at SFU.
- The *high achiever* college transfer students *performed equally as well* at university as *high achiever* direct entry students, and the *low achiever* college transfers performed *as well as or better than low achiever* direct entry students.
- Without the college transfer option, many low achieving high school graduates would not have access to baccalaureate degree studies.

[1] See Section 6.2 for details, and the list of publications provided in the Appendix.
[2] Web references for this report are provided in item (b) under Section 6.2.

3. THE BC TRANSFER SYSTEM

3.1 Institutions in the BC Transfer System

As of March 31, 2005, the BC Transfer system encompassed the following member institutions.[3]

- ***Colleges:***
  - Camosun College *(Victoria)*
  - Capilano College *(North Vancouver)*
  - College of New Caledonia *(Prince George)*
  - College of the Rockies *(Cranbrook)*
  - Douglas College *(New Westminster)*
  - Langara College *(Vancouver)*
  - North Island College *(Courtenay)*
  - Northern Lights College *(Dawson Creek)*
  - Northwest Community College *(Terrace)*
  - Okanagan College *(Kelowna – from Sept. '05)*
  - Selkirk College *(Castlegar)*
  - Vancouver Community College *(Vancouver)*
- ***University Colleges:***
  - Kwantlen University College *(Surrey)*
  - Malaspina University-College *(Nanaimo)*
  - Okanagan University College *(Kelowna - until Aug. '05)*
  - University College of the Fraser Valley *(Abbotsford)*
- ***Private Institutions:***
  - Columbia College *(Vancouver)*
  - Coquitlam College *(Coquitlam)*
  - Corpus Christi College *(Vancouver)*
  - Trinity Western University *(Langley)*
- ***Universities:***
  - BC Open University - *"Thompson Rivers University - Open Learning' - from April '05)*
  - Royal Roads University *(Victoria)*
  - Simon Fraser University
  - University of British Columbia:
    - UBC *(Vancouver)*
    - UBC - Okanagan *(Kelowna – from Sept. '05)*
  - University College of the Cariboo *(Kamloops -"Thompson Rivers University"- from April '05)*
  - University of Northern BC *(Prince George)*
  - University of Victoria *(Victoria)*
- ***Institutes:***
  - BC Institute of Technology *(Burnaby)*
  - Emily Carr Institute *(Vancouver)*
  - Institute for Indigenous Government *("IIG – All Nations" – Vancouver)*
  - Justice Institute of BC *(New Westminster)*
  - Nicola Valley Institute of Technology *(Merritt)*
- ***Yukon Territory:***
  - Yukon College *(Whitehorse)*

In addition, the following private degree programs have been approved to articulate within the BC Transfer System:

- Bachelor of Commerce Degree - University Canada West *(open Sept. '05)*
- Bachelor of Business Administration - Sprott-Shaw Community College

[3] While many of these institutions have more than one campus, this list primarily indicates the main campuses.

3.2 BC Transfer Guide: Facts & Figures

The BC Transfer System is designed to allow students to pursue their first year or two of academic or applied study at a community college, a university college, or an institute, and have this work recognized by a degree-granting institution towards the completion of a Baccalaureate degree. Additional transfer routes are also possible (*e.g.* from college to college, university to university, etc.). The BC Transfer Guide lists equivalencies for first and second year courses taken at "sending" institutions, transferring to "receiving" institutions.[4] This information is available in two formats: a searchable online database and downloadable tables for each institution in Portable Document Format (PDF).

- The BC Transfer Guide contains a course-to-course database of equivalencies for Business Management, Early Childhood Education and Applied Business Technologies Programs in BC, as well as information about flexible transfer agreements. There is new information this year about Theatre, Early Childhood Education, and online courses in Applied Business Technology.

- Also included in the BC Transfer Guide is transfer information for International Baccalaureate, Advanced Placement, and Adult Basic Education programs; there is also a comprehensive section on transferring with an Associate Degree, and a "Transfer Help" menu.

- Having taken seven years to reach a million visits (November 2002), the website will reach the 2 million milestone by Spring 2005. The "Search by Sending Institution Course" and "Search by Receiving Institution Course" pages remain the two most popular pages.

- The Transfer Guide Coordinator responds to several hundred email queries from transfer students each year, including an increasing number of queries from students outside BC and internationally.

- Changes to the status of several institutions (the addition of the UBC Okanagan Campus, and the subsequent creation of the Okanagan College) resulted in changes to several thousand existing agreements in the BC Transfer Guide. Additionally, substantial changes to course numbers at Douglas College, and the creation of Thompson Rivers University – Open Learning out of the BC Open University and the University College of the Cariboo, had a dramatic impact on the BC Transfer Guide. The continued communication and support of the institutions involved allowed these transitions to be implemented relatively quickly with minimal confusion on behalf of institutional partners and students.

[4] While all institutions send and receive students, they are identified in the BC Transfer Guide as either primarily "sending" or "receiving" institutions, and in some cases both, based on their major role.

- The online Transfer Credit Evaluation System (TCES), which was developed in 2002 to allow institutions to submit and respond to articulation requests electronically, is being re-developed to a more dynamic model with the intention of adding additional functionality for both institutional users and students who use the BC Transfer Guide. The re-developed TCES is expected to launch in April 2005 with the new BC Transfer Guide website expected to launch in June 2005. Currently, all sending and receiving institutions in the BC Transfer System use the TCES to create and maintain their transfer agreements. *(See Section 7.2 for further details.)*

The change in activity reflected in the BC Transfer Guide database over previous years is highlighted in the following table.[5]

	March 31, 2003	March 31, 2004	March 31, 2005
Number of individual "sending" institution courses[6]	7,669	8,146	7,921
Number of active course transfer agreements (agreements with either no official end-date or an end-date after March 31, 2004)	50,172	52,248	57,520
Number of transfer agreements per course	6.5	6.4	7.3
Number of Block Transfer arrangements	602	774	786
Number of changes made to the database records	6,427	7,227	20,234
Number of grandparented course transfer agreements[7]		20,900	27,506
Total number of agreements in the Transfer Guide (including active and grandparented agreements)		73,148	85,026

[5] These numbers provide a "snapshot" as of the end of each fiscal year, with the exception of the number of changes made to the database records, which is a cumulative total for the twelve-month period.

[6] Prior to 2004-05, a "sending" course was defined as any course that has an active or grandparented transfer agreement in the BC Transfer Guide. This definition has been revised for 2004-05 to include only courses that are currently being offered by BC sending institutions. Grandparented courses that are no longer offered at BC sending institutions are no longer included in this number.

[7] Course transfer agreements with an end-date prior to March 31, 2004, for which transfer credit is still available.

4. TRANSFER & ARTICULATION

4.1 Transfer & Articulation Committee

The Transfer and Articulation Committee reviews and approves all Transfer Innovations (TI) and Transfer and Articulation Projects (TAP), and any relevant research projects. The Committee approves all new articulation committees, convenes the annual meeting of Articulation Chairs and System Liaison Persons, assists with the resolution of transfer controversies, and provides advice to Council on matters related to public/private articulation and the expansion of the BC Transfer System.

Committee Members:

Dr. David Leeming (Chair)	*Professor of Mathematics & Statistics, University of Victoria*
Ms. Karen Evans	*Dean, Community Access, Business & Information Technology, University College of the Fraser Valley*
Dr. Margery Fee	*English Professor, University of British Columbia*
Dr. Martin Gerson	*Dean of Instruction, Langara College*
Dr. Louis Giguére	*Interim Provost and Dean of Arts & Science, BC Open University*
Dr. Neil Guppy *(term ended, 2004)*	*Associate Vice President, Academic Programs University of British Columbia*
Dr. Norbert Haunerland	*Professor, Dept. of Biological Sciences, Simon Fraser University*
Dr. Marvin Krank	*Associate Vice President (Academic), Okanagan University College*
Mr. Alistair McVey *(term ended, 2004)*	*Campus Principal, North Island College*
Dr. Ellen Petticrew *(term ended, 2004)*	*Professor of Geography, University of Northern British Columbia*
Ms. Kathleen Pinckney *(term ended, 2004)*	*Dean/Senior Instructional Officer, Selkirk College*
Ms. Margarita Reyes	*Student, Kwantlen University College*
Ms. Heather Schneider	*Dean of Instruction & Development, College of the Rockies*
Dr. Trevor Toone	*Principal, Columbia College*
Ms. Brigid Walters	*Dean, Academic Programs, North Island College*

4.2 Transfer Innovations (TI) and Transfer & Articulation (TAP) Projects

Transfer Innovations (TI) projects are undertaken by articulation committees with funding provided by BCCAT. Projects focus on a particular program or discipline and are designed to improve transfer by recommending innovative approaches or providing better information on transfer options and pathways within that subject area. Three TI projects were completed this year.

a) Applied Business Technology/Office Administration (ABT/OA) – Online Courses

In 2003, the ABT/OA Articulation Committee used Transfer Innovations funding to develop transfer matrices outlining ABT/OA courses and pathways throughout BC. A second TI project, jointly sponsored by BCCAT and BCcampus, was completed in 2004. It extends the initial transfer matrices by providing tables showing equivalencies of ABT/OA on-site and on-line courses at thirteen BC colleges and university colleges. The final report is available at *www.bccat.bc.ca/articulation/projects/ABTonline.pdf*.

b) Early Childhood Education (ECE) – Cluster Credit Transfer & Instructors' Guide

The ECE Articulation Committee had completed a previous project that produced course equivalency matrices for Early Childhood Education courses offered through BC public post-secondary institutions and Continuing Education programs. This report describes a follow-up project that involved ECE cluster transfer agreements being reached among eleven sending institutions and seven receiving institutions in BC. The cluster credit transfer tables are to be used in conjunction with the ECE course-to-course transfer matrix. This project also included the publication of an Instructor's Guide that outlines: (a) the procedures, matrices, and curriculum content to be used in determining course-by-course transfer; (b) the tables and procedures for creating cluster credit transfer in content areas where course-to-course transfer between two institutions is not possible; and (c) the procedures, timelines, and forms required for the annual revision of both the course-to-course matrix and the cluster credit transfer tables. The cluster credit transfer matrices are available at *www.bccat.bc.ca/otg/program/ece/cluster.html*. The Instructor's Guide is available at *www.bccat.bc.ca/articulation/projects/eceguide.pdf*.

c) Theatre – Flexible Program Transfer

This project involved establishing Theatre transfer accords between Capilano College and five receiving institutions (University of Victoria, Simon Fraser University, University of BC, University College of the Fraser Valley and Trinity Western University.) These transfer accords allow two-year Theatre program graduates to receive a full 60 credits when they transfer to a degree program. The project final report describes a step-by-step process to assist colleges with two-year programs to negotiate similar agreements with receiving institutions. The final report is available at *www.bccat.bc.ca/articulation/projects/theatre.pdf*.

Through the Transfer & Articulation Project (TAP) Fund, BCCAT supports and coordinates projects that improve transfer but do not fit the criteria outlined for TI projects. TAP projects normally focus on the development of information resources (such as brochures or websites). No TAP-funded projects were completed during 2004-05.

4.3 Articulation Resources

a) *Articulation Committee Handbook*

A revised edition of the Articulation Committee Handbook was produced in 2004-05. The new edition was published to re-stock dwindling supplies, but this necessary task also provided the opportunity to update, edit and revise the Handbook.

b) *Provincial Course Outline Template*

This resource was completed and released to the system in November 2004 as the *BCCAT Transfer-Friendly Course Outline Form*. This form was developed under the guidance of a Steering Committee drawn from BC institutions (members cited in last year's Annual Report) and benefited from extensive consultation with institutions, committees and individuals in the BC Transfer System. It is accessible at www.bccat.bc.ca/outline.

The Course Outline Form and its related resources are designed to promote efficient articulation by providing sufficient information, at the right level of detail and in a consistent format, to facilitate the assessment of equivalency. Use of the form is NOT mandatory to engage in the articulation process, since many institutions already have excellent and long established course outline templates well suited for articulation. However, at least two institutions have already sanctioned its official use, and it appears to be particularly valued by private institutions hoping to articulate within the system.

Since the form was finalized, we have added an additional resource designed in collaboration with Simon Fraser University to facilitate the articulation of courses to fulfill Writing Intensive (W), Breadth (B) or Quantitative (Q) curricular requirements at SFU.

c) *"How to Articulate" Handbook*

Work is now almost complete on the first edition of this new handbook, designed as a resource for faculty and others who are charged with assessing courses and assigning transfer credit. An editorial/advisory committee was established to review and provide advice on all aspects of the handbook and to approve the handbook. A design has been finalized and the handbook will go to print in April or May 2005.

Editorial/Advisory Committee Members:

Ms. Heather Banham	*Chair of Business, Okanagan University College*
Dr. Marjorie Budnikas	*Director of Admissions and Enrolment Services, Corpus Christi College*
Ms. Penny Gallagher	*Registrar, Langara College*
Mr. Costa Karavas	*Department Head, University Transfer Program, Vancouver Community College*
Mr. Wim Kok	*Instructor, Northern Lights College*
Ms. Susan Milner	*Instructor, University College of the Fraser Valley*
Mr. Chris Purse	*Administrative Officer, Undergraduate Admissions, University of Victoria*

4.4 Articulation Committees and the Annual Meeting of Chairs/Co-Chairs & System Liaison Persons (SLPs)

This year a new articulation committee was approved: the First Nations Adult Basic Education Working Group. This brings the number of recognized articulation committees to 71. Barbara Clague's extended absence due to illness created some challenges keeping up with articulation committee meetings and minutes, and with the appointment of System Liaison Persons. Consequently, some backlog of work awaits the recently appointed Transfer and Articulation Assistant.

The Annual Meeting of Articulation Chairs & SLPs was held on February 4th. It was exceptionally well attended (120 people) and covered a variety of topics, including a session for new chairs, demonstrations of new BCCAT products, updates on admissions and transfer issues, and discussions sessions on online education and public/private articulation. A full report on the day is available at www.bccat.bc.ca/articulation/feb2005.pdf.

4.5 Public/Private Articulation

BCCAT's expanded mandate includes responsibility for coordinating articulation between private and public institutions. Accordingly, BCCAT has been active in 2004-05 on a number of fronts.

a) Degree Quality Assessment Board (DQAB)

The Executive Director sits on the DQAB as a non-voting resource person. Staff members provide support and feedback on DQAB documents, and on degree proposals, with special emphasis on those aspects related to articulation and transfer.

b) *Articulation with Private Degree-Granting Institutions: New Policy*

On the basis of the extensive consultation conducted with the BC Transfer System in 2004-05, and the subsequent Council motion reported in last year's Annual report, BCCAT developed a new *Policy and Processes under which a Private Degree-Granting Institution Articulates Approved Degree Programs within the BC Transfer System*. The materials for this policy encompass the policy itself, a *Letter of Assurance* to be signed by new private institutions/programs, and a sample Inter-institutional protocol that can be signed where institutions do not wish to enter into course-to-course articulations. The policy and related documents can be found at www.bccat.bc.ca/system/privatepolicy.pdf. Information about the policy and related questions about public/private articulation is located at www.bccat.bc.ca/system/pubprivate.htm.

Implementing this policy, two new programs are now listed as "approved to articulate" within the BC Transfer System: the Bachelor of Commerce degree at University Canada West and Bachelor of Business Administration offered by Sprott-Shaw Community College. The page on which all members of the BC Transfer System are listed has been revised to indicate a distinction between institutional and program membership www.bccat.bc.ca/system/index.html.

c) *Public/Private Articulation: Non-Degree-Granting Institutions*

The Council embarked this year on a multi-phase project to examine the issue of articulation between public institutions and non-degree granting private institutions. Phase I of this project was conducted in collaboration with Lurline Langbell, former Director of the Canadian Learning Bank at the Open Learning Agency, and now a Master's student at Royal Roads University. Based on extensive background research conducted by Lurline into criteria and processes used in other jurisdictions and in BC, a one day Forum was held in which representatives of public and private institutions were asked to collaboratively design possible consultation mechanisms to address this area of articulation. Participants agreed that any future consultation should revolve around quality control criteria and the role of decision making bodies.

Phase II of this project will assemble the recommendations of Phase I and conduct a system-wide consultation. It will commence early in the 2005-06 year.

d) *Information Requests Regarding Public/Private Articulation*

BCCAT staff responded to numerous phone calls and emails requesting information on matters relating to public/private articulation. While these inquiries came most often from private institutions, several requests for information and assistance also came from within the BC Transfer System. This year we responded to several issues related to the attendance of representatives from private institutions at articulation committee meetings. In addition to providing information and assistance, this year staff attended part of the annual meeting of the BC Association of Career Colleges, and met with several private institution representatives.

e) *Charging for Articulation*

BCCAT has engaged the services of Dr. Ian Mugridge to research and report on the question of whether or not to contemplate charging private institutions for the costs associated with establishing and maintaining articulation agreements. Dr. Mugridge has interviewed 25 individuals and met with the Transfer and Articulation Committee of Council. He has produced an interim and draft final report and recommendations. This document, with supporting materials prepared by staff, will go to the June '5 meeting of Council for review and consideration.

4.6 Inter-Institutional Transfer Credit Issues

Each year BCCAT assists institutions as requested in any area of concern that arises in the realm of articulation and transfer. This year we worked with an institute and a university to facilitate articulation in academic courses which had not previously been articulated. We assisted a college that was experiencing difficulty articulating certain courses with a university. Staff also worked to resolve a student concern with the transfer credit she had been awarded by one institution.

a) *Simon Fraser University's New Undergraduate Curricular Requirements*

BCCAT staff spent considerable time this year assisting SFU to prepare their sending institution partners for significant changes in the undergraduate curricular requirements. Most importantly, sending institutions needed information on the new requirements for Writing Intensive (W), Breadth (B) and Quantitative (Q) courses, so that they could begin to develop equivalent courses, or could re-articulate their existing courses, requesting W, Q or B designation. Finola Finlay (Associate Director) acted as a conduit for information between SFU and the other members of the BC Transfer System, and worked closely with SFU as they hosted a Forum focused on the W requirement. In turn, SFU acted in an exemplary proactive manner to ensure that all sending institutions had appropriate information, and responded to the feedback received at the Forum by modifying or clarifying their articulation requirements.

b) *Transfer Credit Dispute Mediation*

Council staff worked with several institutions to mediate a transfer credit dispute which was brought to our attention. The dispute concerned entry standards for ESL students into first year university-level English, and the perceived differences in those standards at a private institution. The private institution was not a member of the BC Transfer System, but was affiliated with a public university in another province, which was in a contractual relationship with the private institution to deliver courses taught at the private institution but with supervision from the university. Since the courses were transcripted by the university, they were transferable to BC institutions.

A meeting, chaired by BCCAT, was held with all stakeholders present, and a series of steps were agreed to, to address the concerns raised. Subsequently, the public university decided not to renew its contractual relationship with the private institution.

4.7 Other Articulation Issues

a) *Instructor Qualifications for Transferable Courses*

The subject of the qualifications of instructors teaching transferable courses, especially at the degree level, continued to raise questions this year. Council staff provided detailed advice to five institutions with internal concerns about this issue, and fielded questions from others. Given the need for clarity, the Council developed a "Position Statement" on instructor qualifications, which has now been approved by motion of Council and has been posted on our website at www.bccat.bc.ca/articulation/qualification.htm. We hope this will be a helpful document for current and aspiring members of the BC Transfer System.

b) *What is an Accredited Institution in British Columbia?*

This document, which has resided on our website for some time, was extensively revised this year, in the light of recent changes to the post-secondary system in BC. Another revision is contemplated for the Fall, as the BC Registrars Association and the Transfer and Articulation Committee of Council will undertake to provide input so that the document can better reflect the reality of the lack of an accreditation process for public institutions in BC. The document is available at www.bccat.bc.ca/system/accredited.html.

4.8 Associate Degree as a Transfer Credential

Although BCCAT is not the official "manager" of the Associate Degree, it has fallen to the Council by default to deal with all or most issues pertaining to this provincial credential. Each year the Council receives and responds to numerous inquiries, such as requests for advice on institutional policy, or clarification of requirements.

The Associate Degree is awarded special transfer credit at all BC universities and university colleges. This year we amended our associate degree transfer information to reflect a change in SFU's admissions policy. We met with a group of advisors to discuss how best to facilitate associate degree requirement checking, using the transfer guide database. We also followed up on work initiated last year in regards to private institution applying to offer associate degrees. For complete information on the associate degree, including institutional transfer policies, go to www.bccat.bc.ca/otg/associate/index.html.

5. ADMISSIONS

5.1 Admissions Committee

The Admissions Committee was formed in late 2003 due to the expanded mandate of Council in 2003-04, which increased the focus on admissions, access, and student mobility. This emphasis on the admissions side of Council's mandate grew from recognition that the ability of students to transfer credit in BC's well-developed transfer system is integrally linked to opportunities to move among and be admitted to post-secondary institutions.

Committee Members:

Mr. James Cooke (Chair)	*Vice President, Student & Institution Support, Capilano College*
Ms. Cheryl Dahl	*Director, Student Services, University College of the Fraser Valley*
Mr. John De Grace	*Registrar, University of Northern British Columbia*
Mr. David Glen	*Associate Administrative Registrar, Undergraduate Admissions & Records, University of Victoria*
Mr. Bob Harris	*Counselling Coordinator, College of New Caledonia*
Dr. Paul Harrison	*Associate Dean of Science, University of British Columbia*
Dr. Greg Lee	*President, Capilano College*
Ms. Donna Moroz	*Head, Counselling Department, Prince of Wales Secondary School*
Dr. Peter Ricketts	*Vice President, Academic, Okanagan University College*
Ms. Kate Ross	*Acting Executive Director of Human Resources, Camosun College*
Mr. Walter Sudmant	*Director of Planning & Institutional Research, University of British Columbia*
Dr. Diane Whiteley	*Director of Records & Registration, Simon Fraser University*
Ms. Jessi Zielke	*Executive Director, Career Education Society*

5.2 Projects Completed in 2004-05

In 2003-04, the Admissions Committee developed Terms of Reference and a 2004-05 Work Plan to begin fulfilling the objectives in those Terms of Reference. Many of the projects are related to expanding our understanding of applicant flows and student mobility in BC's public post-secondary system. Considerable progress was made on these projects in 2004-05.

a) *Expanding Applicant Studies to More Institutions: A Feasibility Study*

by Martin Butler, Consultant, The Butlers & Associates (October 2004, 50 pages)

Studies have been conducted for several years using unduplicated headcount data on the flow of both direct entry and transfer applicants to four universities and, more recently, to five universities and five university colleges through a BCCAT-sponsored research project. An unanswered question from these studies was how many qualified applicants who were not admitted to a university or university college began their baccalaureate education at a two-year college. Therefore, BCCAT commissioned a study to explore the feasibility of and support for expanding applicant flow studies to include a broader set of public post-secondary institutions in BC.

BCCAT contracted with Martin Butler of The Butlers and Associates to conduct the research, working closely with BCCAT staff. The study involved collecting data by interviewing key personnel from all post-secondary sectors and conducting a web-based survey of Institutional Researchers. The key findings of the resulting report were:

- there was overall support for expanding applicant flow studies as long as they support institutional decision making;
- support was strongest from colleges;
- key data elements are almost universally available electronically and could form the basis of simplified expanded studies; and
- expanded studies should make use of existing database structures.

The final report recommended that BCCAT form a Steering Committee with representatives from all post-secondary sectors to define the scope of, questions for, and mechanisms for completing an expanded applicant flow project. Available for viewing online at www.bccat.bc.ca/pubs/expandappsoct04.pdf.

b) *The BC Provincial Education Number (PEN): Considerations for Assigning the PEN to Post-Secondary Applicants*

by Greg Link, Consultant (October 2004 14 pages)

Efforts described above at expanding applicant flow studies resulted in the conclusion that having a PEN assigned to all post-secondary applicants was key to systematic research using unduplicated headcount data. BCCAT commissioned a research study to explore the feasibility of and support for assigning PENs to all post-

secondary applicants. BCCAT contracted with Greg Link to conduct the research, and he interviewed a number of registrars and other post-secondary officials before preparing a final report.

The study found strong support from all post-secondary sectors for the desirability of moving to universal use of PENs at the applicant stage. The report recommended that the BC Registrars' Association (BCRA), which represents all public post-secondary institutions, form a sub-committee to address the issues raised in the study so that PEN could be implemented at the applicant stage. The BCRA PEN Sub-committee was formed, with BCCAT represented on the sub-committee and playing a secretariat role, and made recommendations to BCRA that existing processes for submitting registrant information to the Ministry of Education be expanded to include applicant data and that submissions be made on a monthly basis. BCRA has unanimously accepted this recommendation and the Ministry of Education has agreed to begin providing PENs for all post-secondary applicants based on submissions from each institution. This development paves the way for considering how applicant data can be submitted by colleges, university colleges, and institutes to the Central Data Warehouse so that applicant data can be integrated with data from universities and secondary schools. Available for viewing online at www.bccat.bc.ca/pubs/PENOct04.pdf.

BCRA PEN Sub-committee Members:

Mr. Bill Cooke	*Registrar, University College of the Fraser Valley*
Mr. Nick Heath	*Associate Registrar & Director of Admissions, Simon Fraser University*
Mr. Greg Link	*Manager, Enrolment, BCcampus*
Ms. Itidal Sadek	*Registrar, Capilano College*
Mr. Brian Jonker	*PEN Administrator, Data Management Unit, Ministry of Education*
Ms. Caroline Ponsford	*Manager, Student Certification Branch, Ministry of Education*
Ms. Jacqui Stewart	*Director of Planning and Data Management, Ministry of Advanced Education*

c) *Sharing Information on Enrolment Planning*

The recent capacity crunch at universities, resulting in higher GPA entry requirements and greater competition for available spaces, has led to increased focus on the equitable allocation of spaces for direct entry and transfer students. Achieving an appropriate balance in the allocation of available spaces, as difficult as finding that balance might be, is deemed an important goal if the transfer system is to remain a viable option for many students in BC. BCCAT hosted a meeting in June 2004 of senior representatives of universities, colleges, and university colleges to

determine if there were benefits to be gained from these sectors sharing information on enrolment planning. Representatives of the three sectors agreed that colleges and university colleges require timely information from universities with regards to enrolment quotas and expected GPA cut-offs for the coming academic year while universities need better information from colleges on the potential number of students who may be seeking transfer to universities in the coming academic year.

The June meeting participants, who continue to meet as an Ad Hoc Committee, formed an Enrolment Planning Data Sub-committee of Institutional Research Directors who worked with the Ministry of Advanced Education (AVED) and BCCAT staff to recommend ways that institutions and sectors could share information with each other to assist with enrolment planning at the institutional level. Using data from the Central Data Warehouse (CDW) and the universities' databases, the sub-committee developed a model for determining the potential number of transfer students in sending institutions in Fall 2003 and Fall 2004 and for predicting potential future demand by transfer students for university spaces. This information has been disseminated widely to all post-secondary institutions to assist them with their individual enrolment planning. The sub-committee will seek feedback on the value of the data that has been presented to institutions and will continue its work by adding enhancements to the model and exploring with universities ways in which they can provide timely and consistent information on admission quotas and cut-off points to sending institutions.

Ad Hoc Committee on Sharing Information on Enrolment Planning:

Mr. Don Avison	*President, The University Presidents' Council*
Mr. Robert Buchan	*President, University Colleges of BC*
Dr. Paul Harrison, Chair	*Associate Dean of Science, University of BC*
Mr. Chris Kelly	*Superintendent of Schools, Vancouver School District*
Ms. Judith McGillivray	*VP for Learning & Provost, Kwantlen University College*
Mr. Jim Reed	*President, BC College Presidents*
Dr. John Waterhouse	*VP Academic, Simon Fraser University*
Dr. Walter Wattamaniuk	*Director, Office of Analytical Studies, Simon Fraser University*
Ms. Susan Witter	*President, Douglas College*

Enrolment Planning Sub-Committee Members:

Dr. Walter Wattamaniuk	*Director of Analytical Studies, Simon Fraser University*
Ms. Kathleen Bigsby	*Director, Institutional Analysis & Planning Kwantlen University College*
Mr. Bob Cowin	*Director, Institutional Research & Planning, Douglas College*
Mr. Hugh Judd	*Data Warehouse Coordinator, Ministry of Advanced Education*

d) *Development of Comparative Information on Institutional Admissions Policies and Practices*

One of the Admissions Committee's projects involved developing a web-based grid that would provide a concise summary, comparing admissions policies and practices across post-secondary institutions. The project was designed in part to satisfy recommendations flowing from the 2003 BCCAT report on high school counsellors' perspectives on post-secondary admissions information. A similar project was envisioned as one of the enhancements to the Education Planner website. The Education Planner Project Team felt that it would be more efficient to find a way to reconfigure existing information in the Education Planner database rather than to gather new information and then find a way to present it in a grid.

The Project Team has completed this work by converting existing Education Planner text on institutional admissions requirements into nine fields of searchable data representing seven major admission categories and two additional categories. The reconfigured institutional admissions information is now part of the Education Planner website and is an improvement over former institutional admissions information because it (a) is possible to review only the admissions information relevant to a given admission category, (b) is presented in bullet and or table form using plain language, and (c) is searchable and comparable across institutions.

5.3 Projects Carried Over into 2005-06

Three projects were not completed in 2004-05 as planned because of time and resource constraints at BCCAT or because of parallel developments on sharing data across education systems and sectors:

- different dates for notifying students of acceptance at an institution: developing scenarios
- GPA admission conversion guides: collection and comparison
- use of existing databases to determine student mobility

These projects are now being proposed as part of the 2005-06 Admissions Committee Work Plan.

6. RESEARCH

6.1 Research Committee

BCCAT regularly sponsors research projects designed to assess the effectiveness of the BC Transfer System and to examine issues pertaining to post-secondary admissions. The Research Committee identifies specific research projects that support the Council's mandate and objectives and that can provide useful information pertaining to student mobility and transfer effectiveness in the BC post-secondary system. In addition, Research Committee members act as peer reviewers for commissioned research reports. This often involves many hours of detailed reading and critiquing before a report is finalized.

In consultation with the Research Committee, Council staff members invest considerable time and attention to the development, publication, and dissemination of a significant number of research publications. An annotated bibliography of BCCAT research detailing reports published since 1994 is available at www.bccat.bc.ca/pubs/biblio.pdf.

Committee Members:

Dr. Bill Krane *(Chair)*	*Associate Vice President, Academic, Simon Fraser University*
Ms. Kathleen Bisgby	*Director, Institutional Analysis & Planning, Kwantlen University College*
Ms. Nancy Clegg *(until Aug. '04)*	*Professor, Economics Department, Kwantlen University College*
Mr. Bob Cowin	*Director, Institutional Research & Planning, Douglas College*
Mr. Tony Eder	*Director, Institutional Planning & Analysis, University of Victoria*
Ms. Karen Kaercher *(from Sept. '04)*	*Instructor, Criminal Justice Department, Camosun College*

6.2 Research Projects Completed in 2004-05

a) ***Research Results: Transfer In British Columbia: What Does the Research Tell Us?*** *by Bob Cowin, Director, Institutional Research & Planning (April 2004, 4 pages)*

This four page newsletter, written by a long time member of BCCAT's Research Committee, summarizes the findings from BCCAT-sponsored research describing the BC Transfer System over the past decade. It concludes by identifying some of

the anticipated challenges that may serve to influence both the work and the research agenda of the Council in the coming years. Available at www.bccat.bc.ca/pubs/rr_apr04.pdf.

b) ***Research Results: Comparison of Outcomes of BC University College and University Baccalaureate Graduates*** *by the University Colleges of BC in collaboration with BCCAT (May 2004, 4 pages)*

In 2003-04, UBC completed a study for BCCAT which compared outcomes, five years after degree completion, for university graduates who had been admitted to the universities either directly from secondary school or via the college transfer route. As a corollary to that study, this brief paper looks at similarities and differences in outcomes of students who graduate from universities and from university colleges. Outcomes include education satisfaction levels, employment, income, further education, and student debt. Available at www.bccat.bc.ca/publications/rr_may04.pdf.

c) ***Alternate Pathways to SFU: A Comparative Academic Performance Study of BC Direct Entry Students Admitted to SFU from 1992 to 1999***
by Joanne Heslop, Office of Analytical Studies (October 2004, 106 pages)

This comparative academic performance study of direct entry secondary school students and college transfer students admitted to SFU was conducted to determine whether differences in university course grades between the two groups, as noted in the student profile reports, still exist when controlling for secondary school performance. *(See highlights of the report's research findings in Section 2.3.)* Available at www.bccat.bc.ca/pubs/SFUaltpathoct04.pdf. A four page synopsis is available at www.bccat.bc.ca/pubs/rr_oct04.pdf.

d) ***Student Profile Reports***

The student profile reports provide detailed demographic and academic performance information about transfer students entering the universities. Data include the number of transfer students, which institutions they transferred from, number of credits transferred, programs entered, and performance measures after transfer, with some comparisons with students entering directly from high school. In 2004-05, profile reports were completed by SFU, UNBC, and UVic. The SFU and UVic reports include an additional four years' worth of data compared to their previous reports, while the UNBC report contains an additional three years' worth of data. Each report covers a five-year period.

Discussions continue with UBC to determine whether they are planning to provide a student profile report for their students containing some data which is comparable to that included in the most recent reports for the above three universities.

- ***Profile of BC College Transfer Students Admitted to Simon Fraser University, 1998-99 to 2002-03***
  by Joanne Heslop, Office of Analytical Studies (May 2004, 95 pages).
  Available at www.bccat.bc.ca/publications/SFUProfile0203.pdf.

- ***Profile of BC College Transfer Students and Profile of New Students Admitted to the University of Northern British Columbia, 1998-99 to 2002-03***
  by Linda Kupp & Joan Ross, Office of Institutional Analysis & Planning
  (October 2004, 69 pages)
  Available at www.bccat.bc.ca/pubs/unbcprofile3.pdf.

- ***Profile of BC College Transfer Students Admitted to the University of Victoria, 1998-99 to 2002-03***
  by Alan Wilson & Jim Martell, Office of Institutional Planning & Analysis
  (October 2004, 56 pages)
  Available at www.bccat.bc.ca/pubs/uvicprofile4.pdf.

6.3 Research Projects Currently in Progress

a) *University Colleges as Transfer Receiving Institutions*

A *Study of Transfer Credits and Transfer Students at the University Colleges of British Columbia* was designed as a multi-year undertaking. A preliminary report exploring the available data, recommending ways to proceed with an analysis, and exploring a reporting format was completed in 2001-02. A report on university college graduates based on four years' worth of data is presently being prepared and is expected in 2005.

7. INFORMATION SERVICES & COMMUNICATIONS

7.1 BCCAT Publications and Communications Review

Three main web services form the broad base of Council's communications: BCCAT Online (*bccat.bc.ca*), BC Transfer Guide (*bctransferguide.ca*), and Education Planner (*educationplanner.bc.ca*). These web resources are all supported by a number of publications, ranging from short, non-technical information pieces describing the work of BCCAT, special reports inviting participation in (or feedback on) current projects, general newsletters, advisory bulletins, and full reports on research initiatives. Each publication is specifically written and designed according to purpose and audience. Many of these are summarized where appropriate throughout this report, and a comprehensive list of items published throughout 2004-05 is included in the appendix.

Before they are published and distributed, all Council publications (including brochures, newsletters, research summaries, and other information on a variety of topics related to articulation, admissions, and transfer) are routinely vetted by the Publications Committee:

- Dr. Frank Gelin, *Council Co-Chair & Executive Director, BCCAT*
- Dr. Bob Brown, *Council Co-Chair, retired from Simon Fraser University*
- Dr. Lorna McCallum, *Dean of Language, Literature & Performing Arts, Douglas College*

In addition, other committees (the Transfer and Articulation Committee, the Admissions Committee, and the Research Committee) are involved in all publication and communication activities specifically related to their respective Terms of Reference.

Due to the illness in Spring 2003 of Raymond Bendall, who previously supplied much of the pre-press and printing services for BCCAT publications, these services have been supplied by a variety of vendors for the past two years. In that time, the need to establish an ongoing, collaborative working relationship with one main publisher has become increasingly clear as has the need for a comprehensive review of the Council's overall communications strategy. In August 2004, BCCAT submitted a Request for Proposals to identify suppliers of such services, and we were pleased to obtain the services of Abacus Prepress Ltd. and Kaldor Design Group Ltd. This review will commence early in 2005-06.

7.2 BC Transfer Guide & the Transfer Credit Evaluation System (TCES)

This year, BCCAT undertook a major initiative to re-develop the BC Transfer Guide and the Transfer Credit Evaluation System to modernize its technologies and provide much needed improvements to the processes involved with articulation, and the information located on the BCCAT website. This initiative resulted in two major outcomes:

a) ***Re-developed Transfer Credit Evaluation System (Testing Phase):*** The original TCES was developed using a Lotus Notes platform and was hosted through servers at Kwantlen University College. While the Lotus application greatly improved the processes involved in articulating courses, the platform was extremely limited from a technological perspective. The TCES had no way of easily interacting with the BC Transfer Guide database, and there were several security and business risks associated with the use of this platform. The TCES and the BC Transfer Guide database were subsequently re-developed using Coldfusion and Oracle respectively. This allows the BC Transfer Guide to be updated dynamically as new articulations are achieved. The re-developed TCES incorporates a number of new features requested by users to assist in the efficient creation and maintenance of articulation agreements. It is currently in the testing phase, with full implementation planned for April 2005.

b) ***A Stand-alone Website for the BC Transfer Guide (Design Phase) (bctransferguide.ca):*** Based on the types of inquiries received from users of the BCCAT website, it was increasingly apparent that valuable information was either difficult to locate or being overlooked by transfer students. BCCAT decided to re-develop the BC Transfer Guide into a stand-alone website (*bctransferguide.ca*). The re-developed website will provide student-friendly content dedicated to all matters related to transfer in BC. It will also be the home of the course-to-course database, which is updated dynamically by the TCES, along with information on all other types of transfer available to students in BC. The expectation is that developing the BC Transfer Guide into its own website will make the site easier to market to both institutions and students. Work so far has resulted in a preliminary design and in re-development of much of the information architecture. Full implementation is planned for June 2005.

7.3 Education Planner (Formerly "Opening Doors")

BCCAT assumed responsibility for the Opening Doors educational planning resource in January 2004, agreeing to continue management of the website and also make significant enhancements to the site within the same budget level. BCCAT formed an Advisory Committee, which provided advice on the development of a 2004-05 Work Plan that included a number of enhancements to the site. BCCAT contracted with Pardy and Associates for content coordination and Bayleaf Software Inc. for technical support services, including hosting of the site on secure servers.

In September 2004, BCCAT launched Education Planner (*educationplanner.bc.ca*), which included a number of improvements over the previous site in terms of its functionality and user friendliness. Education Planner provides, in one place and using plain language, a complete array of admissions information for over 1500 undergraduate programs at 27 public post-secondary institutions in BC. Enhancements made to the site include:

- a totally new look and feel for the site interface;
- a new more user friendly search process;
- the ability for Grade 10 students to search the database according to the eight focus areas in the new Planning 10 curriculum;
- the development of a Who Offers What section as a searchable interface in which users can compare institutions to determine which certificates, diplomas and degrees they offer;
- the addition of institution-specific pages that allow searching program offerings, service availability, and contact details for each institution;
- an Education Building Options content section which provides information on the transfer and laddering opportunities available for specific programs;
- updates to grids that provide comparative information on student services and special needs services at institutions; and
- the linking of post-secondary programs in Education Planner with occupational profiles in Work Futures.

BCCAT and the Education Planner Project Team have also undertaken a number of activities to increase awareness of the Education Planner resource. This work has been done in close collaboration with PASBC (managed by BCcampus) and Work Futures. Activities include developing a news release, making presentations at conferences, attending Victoria and Vancouver Career and Education Fairs, ordering and distributing thousands of magnets and bookmarks, and developing a poster. BCCAT also developed a 2005-06 Work Plan based on feedback from the Education Planner Advisory Committee. The new Work Plan includes several additional enhancements to be undertaken in 2005-06 to further improve this important educational planning resource. As well, BCCAT has followed the necessary procedures to enter into annual contracts for content and technological support services for the next four years.

Members of the Education Planner Advisory Committee:

Ms. Christina Chow	*Admissions Advisor, Langara College*
Mr. Paul Lukaszek	*Coordinator, Careers & Transition, Student Transition Standards Branch, Ministry of Education*
Ms. Kathryn Macdonald *(until June '04)*	*Communications Manager, Ministry of Advanced Education*
Ms. Marijke Merrick	*Career Development Coordinator, Delta School District*
Ms. Linda Pardy *(non-voting)*	*Pardy & Associates*
Ms. Heather Roberts	*Admissions Recruiter, Simon Fraser University*
Ms. Kathy Stephens	*Economist, Accountability Branch, Ministry of Advanced Education*
Mr. George Tomes *(non-voting)*	*Bayleaf Software Inc.*
Ms. Kathy Weninger	*Career Programs Coordinator/Counsellor, George Elliott Secondary School*
Ms. Julie Williams	*Manager, Research Initiatives Unit, Public Institutions Branch, Ministry of Advanced Education*

7.4 Transfer Information for Post-Secondary Success (BC Transfer TIPS) and the BC Transfer TIPS Facilitation Guide

BC Transfer TIPS is a practical resource, targeted at first year post-secondary students, which explains how the credit transfer process works in British Columbia. This publication has been distributed annually free of charge since 1999 to all post-secondary institutions listed in the BC Transfer Guide. As many institutions had extra copies from the previous year, only 17,500 copies were distributed this year to BC post-secondary institutions. Available at *www.bccat.bc.ca/tips/index.html*.

The revised, second edition of the TIPS Facilitation Guide continues to be made available on BCCAT Online (*www.bccat.bc.ca/pubs/tipsfg.pdf*) and is targeted at Career and Personal Planning teachers, career guidance professionals, and high school counsellors. It contains numerous student exercises, case studies, a crossword puzzle, and suggestions for portfolio and other activities, which can be used as classroom exercises or independently by students. The Facilitation Guide is listed as a web-based resource in the section "for educators" of the Education Planner website (*www.educationplanner.bc.ca/lessonplans*), which itself is a recommended resource in the new Planning 10 secondary school curriculum.

8. COLLABORATION

8.1 Within the Province of BC

a) *Institutional Contact Persons Committee*

The Institutional Contact Persons (ICP) Committee is composed of a primary representative and sometimes secondary representatives from each institution in the BC Transfer System. The annual meeting of the ICPs was held April 30, 2004, with approximately 50 persons attending. This is BCCAT's opportunity to meet in person with those individuals who are responsible for providing advice to BCCAT on the administrative side of transfer, providing and vetting information on all transfer agreements, and acting as a conduit for transfer-related information between BCCAT and institutions in the BC Transfer System. This year's meeting focused on providing information and on obtaining advice on the upcoming re-development of the Transfer Credit Evaluation System and the new BC Transfer Guide website.

b) *Assistance to Individual Institutions*

Every year numerous inquiries are answered about a wide variety of topics. Institutions often consult BCCAT when they suspect there may be transfer implications for new policies or where they are unsure of appropriate process. Sometimes responding to these inquiries involves extensive research, and/or consultation. However, BCCAT staff members are pleased to be able to provide this service as a value to the system, and endeavour to answer all inquiries as accurately and promptly as possible.

Examples of services provided this year include: assistance with articulation delays and difficulties; dissemination of information about forged transcripts; provision of information on block transfer agreements and about diploma requirements; advice about using credits towards second credentials; discussions about international students' need for transfer information; advice regarding notice of upcoming curriculum change; meetings with institutional representatives to discuss innovations in transfer models; advice regarding transfer protocols; and research into transferability of financial planning courses.

In addition, BCCAT staff devoted considerable time and attention to dealing with issues related to the recent changes in the BC Transfer System. *(See Section 2.2 for details.)*

c) *Use of Council Meeting Room*

As in previous years, the Council's 16-seat meeting room was accessed by a wide variety of groups and organizations connected with the post-secondary and K-12 sectors of the public education system. This represents a considerable convenience to our colleagues in education, and provides system-wide cost savings.

d) *Ministries, Agencies, Groups & Organizations in BC*

During this fiscal year, Council staff members interacted with many of the organizations and committees that serve the BC post-secondary system. In the case of some committees, the Executive Director, an Associate Director, or the Transfer Guide Coordinator attends all or most meetings. In such cases, BCCAT staff members frequently contribute heavily to agendas and, in turn, the system committees provide BCCAT with excellent advice and cooperation. In other cases, joint projects or extensive collaboration occurs and, in some cases, contact is on an "as needed" or "as requested" basis. BCCAT also consults with and keeps senior Ministry staff informed of Council activities and projects and keeps abreast of developments within government that intersect and impact upon our work.

This year, some of the major areas of consultation with these system groups included: articulation with private degree-granting institutions; transferability of online courses; addition of Personal Education Numbers (PENS) to applications; relationship of trades articulation committees to the new Industry Training Authority and to BCCAT; the new undergraduate curricular requirements at SFU; various documents or projects where BCCAT required system input (e.g. charging for articulation, use of term "accreditation" in BC); dissemination of research findings of general interest; information on BCCAT's admissions agenda and, in particular, on efforts to facilitate sharing of information on enrolment planning; plans for re-development of the Transfer Credit Evaluation System and the new Transfer Guide website; and the development of the How to Articulate Handbook.

Consultation occurred with the following groups:

- BC Academic & Career/Technical Deans & Directors
- BC Deans of Human Service Programs
- BC Academic Advising Association (BCADA)
- BC Association of Trades & Technical Administrators (BCATTA)
- BCcampus Implementation Steering Committee
- BC College of Teachers
- BC College Presidents
- BC Institutional Researchers & Planners (BCIRP)
- BC Credit Review Service (CRS)
- BC Registrars Association (BCRA)
- Centre for Higher Education and Training (CHET)
- Degree Quality Assessment Board (DQAB)
- Industry Training Authority (ITA)
- Ministry of Advanced Education (AVED)
- Ministry of Education (MoE)
- Outcomes Working Group (OWG)
- PASBC Steering Committee

- Private Career Training Institutions Agency (PCTIA) (formerly PPSEC)
- Senior Academic Administrators' Forum (SAAF)
- Senior Educational Services Administrators' Forum (SESAF)
- The University Presidents' Council (TUPC), including its 2005 BC Higher Learning Symposium
- University Colleges of British Columbia (UCBC)
- University Institutional Research Directors
- University Vice-Presidents' Academic Committee (VPAC)

e) *BCcampus*

BCCAT continued to work closely in 2004-05 with BCcampus in its attempts to provide streamlined access to admission and transfer processes among BC post-secondary institutions. This work was guided by a Framework for Collaboration agreement developed by the two organizations in 2003-04. Significant cooperation occurred between staff of the two agencies as they explored various models for articulation of courses suitable for transfer credit but not recorded in the BC Transfer Guide. Work continues on this task as it has proven difficult to find a model that would lead to a more automated process for determining course-to-course equivalencies for these yet-to-be articulated courses. BCCAT also cooperated closely with BCcampus, which is responsible for PASBC, in developing a range of joint marketing materials for Education Planner and PASBC. The Associate Director (Devron Gaber) is also a member of the BCcampus Implementation Steering Committee.

8.2 Out-of-Province, National and International Organizations

The Council continued to play a leadership role in facilitating the improvement of student-friendly policies and practices that will enhance student mobility and transfer between institutions across the country. During this fiscal year, the Council was involved in the following activities:

- ***Alberta Council on Admissions and Transfer (ACAT):*** BCCAT maintains a working relationship with ACAT by sharing information and seeking assistance as appropriate. Consultation continues with Alberta on their approach to accreditation of, and articulation with, new private degree-granting institutions.

- ***American Association of Collegiate Registrars and Admissions Officers (AACRAO) and Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO):*** BCCAT is a member of these organizations as it facilitates our connections with various U.S. state jurisdictions that have large transfer systems. The Executive Director and Associate Director (Finola Finlay) made a presentation at the 2004 AACRAO annual conference entitled "*Building a Transfer System Works; What We Need to Know from Students. What They Need to Know from Us.*" The Associate Director (Finola Finlay) gave a presentation at the annual PACRAO conference

entitled *"Articulation: Be an Expert."* The Executive Director, Associate Director (Devron Gaber), and Education Planner Content Coordinator (Linda Pardy) gave a presentation at the 2005 AACRAO annual conference entitled *"Education Planner: An Online Admissions and Advising Tool."*

- ***Council of Ministers of Education, Canada (CMEC):*** The Executive Director continued to represent the Province of British Columbia on the Credit Transfer Working Group, whose mandate was to recommend steps to improve the transferability of credits for students moving between provinces. BCCAT submitted an overview of its projects and activities completed since 2002 and this information will be integrated with that provided by other provinces to form the basis of a report to CMEC in Fall 2005.

- ***Human Resources and Skills Development Canada (HRSDC)***: The Executive Director continued to meet with senior HRSDC staff to discuss the feasibility of establishing a national coordinating committee on student mobility and transfer. He provided advice on how to begin collecting information to build a sound rationale for this initiative.

- ***Association of Universities and Colleges of Canada; Association of Canadian Community Colleges, Council of Ontario Universities; and the Ontario Universities' Application Centre***: In November, 2004, the Executive Director met with the Chair of the Ontario Council of Ontario University Vice-Presidents to discuss the issue of admissions policies affecting BC students who wish to apply to Ontario Universities. This follows from discussions the Executive Director had earlier in May with the Registrar at Queen's University on their admissions policy which states:

> *To satisfy the basis of admission requirement to any degree program at Queen's University, academic credentials obtained from a Canadian institution must be from an institution that is a member of the Association of Universities and Colleges of Canada (AUCC).*

In an effort to better understand the extent to which this policy may exist in other Ontario Universities, and to understand the underlying concerns that precipitated this policy, the Executive Director then met with the President and staff members of the Association of University and Colleges of Canada (AUCC) in Ottawa. A separate meeting was also held with the President of the Association of Canadian Community Colleges (ACCC) to obtain that organization's perspective on this matter and what steps, if any, they were prepared to take on this issue. The Executive Director also corresponded with the Executive Director of the Ontario Universities' Application Centre, regarding this same issue.

The Executive Director subsequently met with the BC College Presidents to discuss this matter further and they formally passed a motion that:

> *The British Columbia College Presidents supports BCCAT's endeavours to ensure that students from our member institutions who either have completed university level transferable courses and wish to complete an undergraduate degree or have completed an undergraduate degree and wish to enrol in a graduate degree program be considered for admission to Ontario Universities.*

This motion was also formally endorsed by the University Colleges of British Columbia. The Council will continue to pursue this matter and seek a satisfactory resolution to the concerns regarding this restrictive admissions policy.

The Executive Director also responded to an invitation from the Ontario Council of Ontario University Vice-Presidents to meet informally with them to discuss and reflect on the status of transfer credit policies and practices between the universities and colleges in Ontario and what changes in policy they might consider.

- ***Saskatchewan Learning:*** BCCAT staff met with, and provided advice throughout the year, to staff from Saskatchewan Learning in their efforts to develop a transfer system in that province and, in particular, on suggestions on how to structure an organization to oversee and govern these operations. In November 2004, the Executive Director was invited to provide the opening address at the inaugural meeting of SaskCAT, the Saskatchewan Council on Admissions and Transfer.

- ***International Research Organizations and Conferences:*** The Executive Director attended the 3rd annual meeting of the Institute for the Study of Transfer Students in Ft. Worth, Texas where he presented a paper titled: *"The Class of 1996 Five Years After Graduation: Comparing BC University Outcomes for Direct Entry (Native) and Transfer Students."* Along with the Associate Director (Devron Gaber), two other papers were presented at the Annual Conference of the Pacific Northwest Association for Institutional Research and Planning: *"Building a System-Wide Approach to Post-Secondary Admissions among Autonomous Institutions: the BC Experience."* and *"British Columbia Research on Comparing the Performance and Outcomes of Direct Entry and Transfer Students at BC Universities."* The Executive Director participated on the planning committee for the upcoming 3rd Biennial National Conference on Transfer and Articulation that will be held in July 2006.

- ***Higher Education Policy Institute, Oxford, England***: The United Kingdom is considering how it might integrate its higher education system with the European Union. Its interest lies in the applicability of such a system for England given the new directions of the credit transfer system being developed in Europe to facilitate student mobility and credit recognition. The institute's final report, *Credit Accumulation and Transfer, and the Bologna Process*, made explicit reference to their assessment of the system of credit transfer in British Columbia:

  > *British Columbia has taken the Californian model and developed it into what is possibly the most extensive credit accumulation and transfer arrangement in the world. Based explicitly on the Californian model, two-year colleges were established in British Columbia in the 1960s specifically to allow students from remote locations (British Columbia covers a vast and sparsely populated territory) to enter higher education. As in California, the model was that they could do the first two years of a*

degree programme in a local college and then transfer for the final two years to a four-year university. In order to enable transfer to take place, universities and colleges enter into articulation agreements. These agreements ensure that students entering a college know what courses they need to follow to be acceptable to a specific university as the first two years of a specific degree programme, and they enable the university to know that any student transferring from a specific two-year college having completed those courses will be able to complete the final two years of the degree programme in question.
www.hepi.ac.uk/downloads/13CATFullReport.doc

- ***Other consultations:*** Assistance was also provided to representatives from the International Christian University in Tokyo; the Pima County Community College District in Arizona; the Queensland Office of Higher Education in Brisbane, Australia; a UK team, Action on Access, with a mandate to advise and help to co-ordinate policy with respect to widening participation in Higher Education in England; and the University of Botswana.

  In addition, BCCAT had contact with the following organizations:

  - Association of Registrars of Universities and College of Canada (ARUCC)
  - EDUCAUSE
  - Edudata Canada
  - National Academic Advising Association (NACADA) (Pacific Northwest)
  - Ontario College-University Consortium Council
  - Illinois Transfer
  - Vincennes University of Indiana
  - Pacific Northwest Association for Institutional Research and Planning
  - American Association of Collegiate Registrars and Admissions Officers

APPENDIX:

BCCAT Publications: April 1, 2004 – March 31, 2005

This appendix lists all of the documents produced by BCCAT during the fiscal year 2004-2005, including their locations on the BCCAT Website. All such documents are included in the package sent to the Ministry of Advanced Education.

Number & Date	Publication Type & Title	No. of copies	Distribution List	Dist. Date	Location of Posting on Web Site
#1 April 2004	ANNUAL REPORT: *2003-04 Annual Report to AVED*	575	AVED, institutional presidents, VPs Academic, VPs Student Services, Ed. Council & Senate Chairs, IR Offices, Council and committees, system organizations.	May 2004	www.bccat.bc.ca/pubs/ar03-04.pdf
#2 April 2004	HANDBOOK: *Articulation Committee Handbook (4th Edition)*	1500	Articulation committees.	April 2004	www.bccat.bc.ca/articulation/achbook/handbook04.pdf
#3 April 2004	BROCHURE: *Articulation Committees: Their Essential Role in a Successful Transfer System (Revised Edition)*	1000	Articulation committees and faculty members.	As needed.	www.bccat.bc.ca/articulation/essential.pdf
#4 April 2004	NEWSLETTER: Research Results *Transfer in British Columbia: What Does the Research tell Us?*	3,000	AVED, post-secondary institutions, system organizations, "friends of BCCAT".	April 2004	www.bccat.bc.ca/pubs/rr_apr04.pdf
#5 May 2004	NEWSLETTER: General	3,000	AVED, post-secondary institutions, system organizations, "friends of BCCAT".	May 2004	www.bccat.bc.ca/pubs/nl_apr04.pdf
#6 May 2004	NEWSLETTER: Research Results *Comparison of Outcomes of BC University College and University Baccalaureate Graduates*	3,000	AVED, post-secondary institutions, system organizations, "friends of BCCAT.	May 2004	www.bccat.bc.ca/publications/rr_may04.pdf
#7 May 2004	HANDBOOK: BC Transfer TIPS - Second Edition (reprinted with minor revisions)	17,500	In bulk to post-secondary institutions for students, advisors, counselors, etc. (Also 1300 copies to senior secondary schools and school superintendents in August 2004.)	May 2004	3 formats: www.bccat.bc.ca/pubs/tips.pdf www.bccat.bc.ca/tips/index.html www.bccat.bc.ca/tipstxt/index.html

Number & Date	Publication Type & Title	No. of copies	Distribution List	Dist. Date	Location of Posting on Web Site
#8 May 2004	RESEARCH REPORT: *Profile of BC College Transfer Students and Profile of New Students Admitted to Simon Fraser University, 1998-99 to 2002-03*	190	Institutional Presidents, VPs Academic, VPs Student Services, IR Offices, AVED, system organizations.	May 2004	www.bccat.bc.ca/publications/SFUProfile0203.pdf
#9 August 2004	NEWSLETTER: Advisor *Advising Degree-Bound ABE Students*	3,000	AVED, post-secondary institutions (advisors, admissions & transfer personnel, ABE program/instructional administrators & faculty), ABE articulation committees, system organizations, "friends of BCCAT".	August 2004	www.bccat.bc.ca/pubs/advisor08-04.pdf
#10 September 2004	WEB RESOURCE: *Transfer-Friendly Provincial Course Outline Form*		Web-based only.		www.bccat.bc.ca/outline
#11 October 2004	RESEARCH REPORT: *Profile of BC College Transfer Students Admitted to the University of Victoria, 1998-99 to 2002-03*	190	Institutional Presidents, VPs Academic, VPs Student Services, IR Offices, AVED, system organizations.	October 2004	www.bccat.bc.ca/pubs/uvicprofile4.pdf
#12 October 2004	RESEARCH REPORT: *Alternate Paths to SFU: A Comparative Academic Performance Study of BC College Transfer Students and BC Direct Entry Students Admitted to SFU from 1992 to 1999*	185	Institutional Presidents, VPs Academic, VPs Student Services, IR Offices, AVED, system organizations.	October 2004	www.bccat.bc.ca/pubs/SFUaltpathoct04.pdf
#13 October 2004	NEWSLETTER: Research Results *Alternate Paths to SFU: A Comparative Academic Performance Study of BC College Transfer Students and BC Direct Entry Students Admitted to SFU from 1992 to 1999*	3,100	AVED, post-secondary institutions, system organizations, "friends of BCCAT".	October 2004	www.bccat.bc.ca/pubs/rr_oct04.pdf
#14 October 2004	RESEARCH REPORT: *Profile of BC College Transfer Students and Profile of New Students Admitted to the University of Northern British Columbia, 1998-99 to 2002-03*	190	Institutional Presidents, VPs Academic, VPs Student Services, IR Offices, AVED, system organizations.	October 2004	www.bccat.bc.ca/pubs/unbcprofile3.pdf
#15 October 2004	RESEARCH REPORT: *The BC Provincial Education Number (PEN): Considerations for Assigning the PEN to Post-Secondary Applicants*	230	Institutional Presidents, VPs Academic, VPs Student Services, IR Offices, AVED, system organizations.	October 2004	www.bccat.bc.ca/pubs/PENOct04.pdf

Number & Date	Publication Type & Title	No. of copies	Distribution List	Dist. Date	Location of Posting on Web Site
#16 October 2004	RESEARCH REPORT: *Expanding Applicant Studies to More Institutions: A Feasibility Study*	230	Institutional Presidents, VPs Academic, VPs Student Services, IR Offices, AVED, system organizations.	October 2004	www.bccat.bc.ca/pubs/expandappsoct04.pdf
#17 November 2004	NEWSLETTER: General	3,000	AVED, post-secondary institutions, system organizations, "friends of BCCAT".	November 2004	www.bccat.bc.ca/pubs/nl_nov04.pdf
#18 March 2005	WEB RESOURCE: *Instructor Qualifications for Transferable Courses*		Web-based only.		www.bccat.bc.ca/articulation/qualification.htm
#19 March 2005	WEB RESOURCE: *What is an "Accredited" Institution in British Columbia?*		Web-based only.		www.bccat.bc.ca/system/accredited.html
#20 March 2005	WEB RESOURCE: *Transferring Credit between Private and Public Institutions in B.C.*		Web-based only.		www.bccat.bc.ca/system/pubprivate.htm

#21 - #25 EDUCATION PLANNER (promotional materials)	Bookmarks – 25,000 Posters – 5,000 Magnets – 19,000 Presentation Folders – 500 (& one large banner, for display at Career Fairs)	**Target Audience:** - students, parents, teachers, academic advisors, and counselors. **Distribution:** - for display and distribution at Career Fairs, and distribution to Secondary Schools.